



## Property Accountability Officer II

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### Details

**Job ID : 338**

**Title :** Property Accountability Officer II

**Job Code :** 502

**Salary :** \$1,784.00 (Monthly)

**Grade :** 5

**Tenured :** YES

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### Job Departments

- Administrative Services - Property Accountability

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### Purpose

PERFORMS STATEWIDE PHYSICAL INVENTORY AUDITS.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 3 Years of Related Experience

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### Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE AS A PROPERTY ACCOUNTABILITY OFFICER I

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### Job Skills/Abilities

- VALID DRIVERS LICENSE
- TRAVEL STATEWIDE
- LIFT 50 POUNDS

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### Job Duties

- PERFORMS STATEWIDE PHYSICAL INVENTORY AUDITS
- OVERSEES TEMPORARY EMPLOYEES AT SITE VISITS
- UPDATES ARCHITECTURAL PLANS TO COINCIDE WITH CURRENT INVENTORY ALLOCATIONS
- READS FLOOR PLANS
- ENTERS DATA INTO ARCHIBUS
- OTHER DUTIES AS ASSIGNED